CHAPTER XXVI.

The Publication Branch (Government Book Depot).

Brief History and Scope.

363. The date of origin of the Government Book Depôt is not on record. Up to the year 1908 the book depôt was located in a hired building in Girgaum, Bombay, and managed by a whole-time curator on Rs. 300 per month, run as a separate department under the Director of Public Instruction, Bombay Presidency, Poona. From the 1st of January 1908 a number of vernacular publications dealt with by the book depôt was made over to a private firm for sale, the curator was pensioned and the balance of the stock of books was moved to the old medical stores buildings in the Fort, close to the old Government Central Press and placed in charge of the Superintendent of that press. (Government Resolution, No. 22-C, dated 7th December 1907). The arrangement made was in the first instance intended to be temporary, pending the conclusion of arrangements with some private firm. It appears, however, from the orders of Government issued in Government Resolution, No. 3752, dated 10th August 1910, that the negotiations to this end with the private firm failed and were definitely abandoned and the temporary arrangement made was ordered to be permanent. This arrangement proved very satisfactory and economical as it saved the Curator's salary and reduced the cost of forwarding books and publications from the Government Central Press to the book depôt office.

364. The function of the book depôt section is to distribute Government Publications to the public and to Government officers and it was considered eminently suitable that the centre for sale should be the same as that of the printing department. Publications are sold to the public for cash, and issued to the Government officers free of charge, and the proportion of consumption between these two bodies was calculated to be approximately one fourth for the public and three-fourth for the Government officers.

365. At this stage the book depôt section was placed in charge of a clerk and the arrangement continued to be in force until the year 1916. On the recommendations of the committee appointed by Government in the year 1912, for the complete organisation of the printing presses in the Province of Bombay, this book depôt branch was removed to Poona and was located in a separate building from 1st of March 1916. At this time the Superintendent, Government Printing, Bombay, under whom this branch was placed examined the stock of all available publications and books with a view to eliminating any items that were superfluous and obsolete. At the same time the account books, business and working procedure were examined carefully and revised. A retired officer was also subsequently appointed to thoroughly overhaul the stock at the book depôt and on a report from this officer, Government, in their order dated 20th February 1920 decided that books and publications which had no sale and were lying in stock for a considerable period should be

disposed of periodically by public auction at the discretion of the Superintendent, Government Printing.

366. With the introduction of the Government of India Reforms, the free supply of the Government of India Publications to provincial officers and Governments, was suspended under orders of that Government and the Provincial Governments were to follow suit with regard to their publications. A discount of 25 per cent. was allowed on the sale of Government of India Publications which had been hitherto stocked by the Book Depôt Branch. Later on, however, the free supply to local Government of the reports of the Central Government officers, working on behalf of or under the administrative control of the Government of Bombay was sanctioned.

367. In the year 1925, when the headquarters of the Superintendent, Government Printing and Stationery, were shifted from Poona to Bombay, the book depôt branch was also removed along with his office and temporarily located separately in the premises available in the Town Hall, Bombay. It remained there for about two years and when the new press building at Charni Road was completed, the book depôt branch was removed to it.

368. With spacious accommodation open to light and with proper storage arrangement, in the new press building, the book depôt branch was able to take over the distribution of the *Bombay Government Gazette*, the Bombay Civil List, the History of Services from the Government Central Press, Bombay, and that of the Indian Law Report (Bombay Series) from the Yeravda Prison Press. Due to the increase of work the establishment of this branch was increased by a few hands. At this time the total number of publications including Indian Law Reports and those intended for free issue was about 7,000. Since the year 1936-37, additional publications and reports of the several committees appointed by Government were ordered to be distributed by the book depôt according to the standing distribution lists.

369. The number of suscribers to the Government Gazette has been on the increase and the number of advertisements received for publication in the Gazette has been nearly double of that received some years ago. On the whole, the work of the book depôt branch, during the past few years, has considerably increased.

370. With a view to exercise a direct check on the work of the branch, the book depôt section was recently removed to the premises of the stationery office. The book depôt section is at present manned by one head clerk in Charge, with six assistant clerks, one attender, two packers and two peons.

371. *List of books and publications stocked and supplied by the Book depôt.*—

1. Bombay Acts (English and Regional Languages).
2. India Acts (Regional Languages).

3. Examiner's Circulars.
4. Civil Lists (half-yearly publication).
5. History of Services (Biennial publication).
6. Bombay Code.
7. Legislative Assembly and Council of State Rules (Central).
8. Budgets, Final issues.
9. Report of the David Sassoon Industrial School.
10. Indian Year Book.
11. Times of India Directory.
12. Bombay Government Gazette (Weekly).
13. Police Gazette (Weekly).
14. Indian Law Reports, Bombay Series (Monthly).
15. India Acts in English for which there is a demand.
16. Special Committee's Reports of the Central Government.
17. Central Assembly and Council of State Debates.
18. Quarterly Catalogue of Publications.

Besides the above, all publications of the Government of Bombay, as printed in the catalogue are also stocked at the book depôt for sale.

372. Lists of all Government publications received at the book depôt during a month are published every month in the *Bombay Government Gazette* and extra printed copies obtained from the Government Central Press are supplied free of charge to the recognised booksellers on the list of the book depôt.

373. Of the several publications mentioned above, the work of wrapping, labelling, affixing postage stamps, distribution and posting is executed by the binding section of the Government Central Press, Bombay, in the case of—

(1) Civil List.
(2) History of Services.
(3) Bombay Government Gazette.
(4) Police Gazette.
(5) Indian Law Reports.

All other publications are dealt with by the book depôt branch. The procedure in detail followed in the distribution of the Government

Gazette, the Indian Law Reports, the Police Gazette, etc., is described below separately under that particular item.

The Bombay Government Gazette.

374. The *Bombay Government Gazette* is issued weekly on Thursday morning. It is divided into the following parts :—

Part I.—Government Notifications, appointments, promotions, leave of absence, rules, orders (other than those published in parts I-A, IV-A, IV-B and IV-C), Lists of publications for sale, etc., miscellaneous notifications, appointments, etc., etc.

Part I-A.—Orders and notifications (other than those published in part IV-B) under the Bombay local boards, village panchayats, municipal boroughs, district municipal and primary education and local fund audit acts and rules under the above acts.

Supplement.—Government resolutions and other official papers published for the information of the public.

Part II.—Miscellaneous notices, advertisements, list of books sanctioned by the Director of Public Instruction, list of jurors and schedules of estates by the Official Assignee, summary of births and deaths, etc.

Part III.—Miscellaneous supplements, season and crop reports, prices current, rainfall returns, etc.

Part IV.—Acts passed by the local legislature of the Bombay Government and those of the Government of India Legislature (Central).

Part IV-A.—Rules and orders (other than those published in Parts I and I-A) framed by the Bombay Government under Parliamentary Acts and the Acts of Central Legislature.

Part IV-B.—Rules and orders (other than those published in Parts I and I-A) framed by the Bombay Government under the local acts.

Part IV-C.—Rules and orders (other than those published in Parts I and I-A) framed by the Secretary of State for India, Central Government and notifications by High Court, commissioners of divisions, district magistrates, commissioner of police, commissioner of excise, etc.

**Part V.*—Bills introduced in the Legislative Assembly and the Legislative Council of the Governor of Bombay.

Part VIII.—Marathi translations of bills and acts, etc.

Part IX.—Gujarati translations of bills and acts, etc.

Part X.—Kannada translations of bills and acts, etc.

Part XI.—Urdu and Devnagari translations of bills, acts, etc.

*Bombay Legislative Assembly and Council Debates are separately published in bound volumes.

RATES OF SUBSCRIPTION TO THE BOMBAY GOVERNMENT GAZETTE FOR THE YEAR 1942.

(Sanctioned by Government in Government Resolution, General Department, No. 1821 dated 24th September 1941)

Parts.	Rates for Single Copy.	Subscription for individual Parts.		
		Yearly.	Half-yearly.	Quarterly.
	Rs. a. p.	Rs.	Rs. a. p.	Rs. a. p.
I	0 6 0	19	9 8 0	4 12 0
I-A	0 1 0	3	1 8 0	0 12 0
Supplement ..	0 1 0	2	1 0 0	0 8 0
II	0 4 0	11	5 8 0	2 12 0
III	0 3 0	9	4 8 0	2 4 0
IV	0 1 0	2	....	....
IV-A	0 1 0	2	1 0 0	0 8 0
IV-B	0 2 0	5	2 8 0	1 4 0
IV-C	0 2 6	7	3 8 0	1 12 0
V	0 1 0	1	....	....
VIII	0 2 0	5	....	....
IX	0 2 0	5	....	....
X	0 2 0	5	....	....
XI	0 2 0	6	....	....

Parts.	Subscription for groups of Parts.		
	Yearly.	Half-yearly.	Quarterly.
	Rs.	Rs. a. p.	Rs. a. p.
I, I-A, Supplement	24	12 0 0	6 0 0
I, I-A, II and Supplement	35	17 8 0	8 12 0
I, I-A, II, III and Supplement ..	44	22 0 0	11 0 0
I, I-A to IV and Supplement ..	46	23 0 0	11 8 0
I, I-A to IV and IV-A and Supplement ..	48	24 0 0	12 0 0
I, I-A to IV and IV-A, IV-B and Supplement	53	25 8 0	13 4 0
I, I-A to IV, IV-A, IV-B and IV-C and Supplement	60	30 0 0	15 0 0
I, I-A to V and Supplement ..	61	30 8 0	15 4 0
I, I-A to V, VIII and Supplement ..	66	33 0 0	16 8 0
I, I-A to V, IX and Supplement ..	66	33 0 0	16 8 0
I, I-A, to V, X and Supplement ..	66	33 0 0	16 8 0
I, I-A to V, XI and Supplement ..	67	33 8 0	16 12 0
Complete Gazette	82	41 0 0	20 8 0

N.B.—1. In respect of Parts IV, V and VIII to XI half-yearly and quarterly subscriptions are not admissible as they are published occasionally and not with every issue of the Gazette like the other parts.

2. Rates of subscription are revised now and then according to prevailing circumstances and such revised rates are communicated to the subscribers in time, at the close of each year.

375. The notifications and other matter for publication in the Government Gazette should be sent to the press daily as they are ready. On Wednesdays they should be sent not later than 12 noon and late notifications not later than 3 p.m. that day. Late notifications should be sent in case of emergency only, and should be signed by a responsible officer not below the rank of the Assistant Secretary. The press is authorised to keep back for publication in the following week's Gazette matter which is not received by the hours fixed. (Government Order, General Department, No. 4591, dated 5th July 1916).

376. Notifications from all Government departments and officers are sent to the Government Central Press, Bombay, direct and are printed free of charge ; whereas those sent out by public bodies are accepted by the book depôt branch and passed on to the press in time for printing. Cash recoveries approximately based on the probable cost are immediately made from the public bodies whereas in the case of certain recognised firms of solicitors, etc. recoveries are made subsequently by preferring bills.

377. In the case of recoveries made from the public bodies in advance, necessary adjustments for the differences, if any, are subsequently made.

378. In the case of the notifications and advertisements, etc. received for publication from officers of the Central Government monthly statements of accounts are prepared by the book depôt branch and forwarded to the Controller of Printing and Stationery, New Delhi, for countersignature and return for necessary adjustment through the Accountant General, Bombay.

379. Subscriptions to the Government Gazette shall be remitted in cash. Postal stamps will not be accepted.

Bills are not preferred for subscription to the Government Gazette, but when amounts are paid in cash, the usual receipts will be granted. For amounts remitted by money order, no separate receipts will be issued beyond the postal money order coupon receipt. Subscriptions are not realised by value payable post.

380. In the case of officers of the Central Government and Government of other Provinces, bills for subscription are preferred by the book depôt and forwarded to them for countersignature and final adjustment through the Accountant General, Bombay.

381. Subscriptions to the Government Gazette are revised every now and then and the revised rates for each year are communicated to the subscribers in time before the end of the year. A printed letter form is supplied to each subscriber by the book depôt along with the revised rates of subscription to enable the subscriber to fill in the particulars of the Government Gazette required and to remit the necessary amount by money order in due course.

382. The letter advising remittance of the subscription must contain full particulars and should be addressed to the Superintendent,

Government Printing and Stationery, Bombay, No. 4. If the money order does not bear full instructions in the space reserved in the coupon for the purpose, it will not be accepted.

383. Subscriptions shall not be received after 3 p.m. (S. T.) on week days, or after 1 p.m. (S. T.) on Saturdays. Subscriptions will not be accepted on Sundays and holidays.

384. Subscribers are requested to quote the number printed on the label under which the copy of the Government Gazette is received by them when communicating change of address or non-receipt of copies.

385. Complaints regarding non-receipt of copies of the Gazette or any portion thereof should be preferred within a fortnight from the date of publication otherwise complaints will not be accepted, and entertained.

If the subscription is received late, back numbers will only be supplied if available.

386. To facilitate the work of the Book Depôt branch, different registers of subscribers from headquarters located on separate lines as under are maintained by the branch :—

1. Guzerat Line.
2. Poona Line.
3. Nasik Line.
4. Bombay and Suburbs.
5. Steamer Line.
6. Officers of the Central and other Provincial Governments.

387. The total number of subscribers is approximately 750 and the subscriptions collected is for separate individual parts or for all the parts of the Gazette according to requirements.

388. The Gazette is printed by the Government Central Press and when it is ready, printed labels with the address, the register number allotted to the subscriber and the number of parts or part of the Gazette to be supplied are furnished to the Press by the Book Depôt branch with wrappers and postage stamps requisitioned for by the Press for the disposal, in accordance with the special concession postage rates for newspapers.

389. Work as regards folding, wrapping, labelling and affixing the necessary postage stamps is done by the Government Central Press in the binding section and all packets as they are ready are removed to the post office and posted by the Press. The binding section of the Press is primarily responsible for the correct and regular posting of the Gazette.

390. Parts of the Gazette intended for subscribers located in the Fort area of Bombay or at places adjacent to the Press premises are delivered on Thursday morning by the Press peons.

Copies of the parts of the Government Gazette in which notifications and advertisements from private bodies are printed are not supplied to them free of cost, but one copy of the relative part is forwarded to the party concerned at an extra cost of annas 4.

391. *Rates for private advertisements in the* Bombay Government Gazette, *as sanctioned by Government (Government Resolution, General Department, No. 6950, dated 16th December 1904).*

For full page—2 columns

	Rs.	a.	p.
1 Page	20	0	0
½ Page	12	0	0
¼ Page	7	0	0

For half page—1 column

1 Full column	10	0	0
½ (Half) column	6	0	0
¼ (one-fourth) column	3	8	0

Rates for advertisements in the Bombay Government Gazette

(6 ems=1 inch)

Ems	1 column (half page) Rs. a. p.	2 columns (full page) Rs. a. p.	Ems	1 column (half page) Rs. a. p.	2 columns (full page) Rs. a. p.
1			9		
2			10		
3			11	2 4 0	4 8 0
4	1 2 0	2 4 0	12		
5			13		
6			14		
7			15	3 8 0	7 0 0
8			16	3 8 0	7 0 0

Ems	1 column (half page)	2 columns (full page)	Ems	1 column (half page)	2 columns (full page)
	Rs. a. p.	Rs. a. p.		Rs. a. p.	Rs. a. p.
17	3 10 6	7 5 0	41	7 2 0	14 4 0
18	3 13 0	7 10 0	42	7 4 0	14 8 0
19	3 15 6	7 15 0	43	7 6 0	14 12 0
20	4 2 0	8 4 0	44	7 8 0	15 0 0
21	4 4 6	8 9 0	45	7 10 0	15 4 0
22	4 7 0	8 14 0	46	7 12 0	15 8 0
23	4 9 6	9 3 0	47	7 14 0	15 12 0
24	4 12 0	9 8 0	48	8 0 0	16 0 0
25	4 14 6	9 13 0	49	8 2 0	16 4 0
26	5 1 0	10 2 0	50	8 4 0	16 8 0
27	5 3 6	10 7 0	51	8 6 0	16 12 0
28	5 6 0	10 12 0	52	8 8 0	17 0 0
29	5 8 6	11 1 0	53	8 10 0	17 4 0
30	5 11 0	11 6 0	54	8 12 0	17 8 0
31	5 13 6	11 11 0	55	8 14 0	17 12 0
32	6 0 0	12 0 0	56	9 0 0	18 0 0
33	6 2 0	12 4 0	57	9 2 0	18 4 0
34	6 4 0	12 8 0	58	9 4 0	18 8 0
35	6 6 0	12 12 0	59	9 6 0	18 12 0
36	6 8 0	13 0 0	60	9 8 0	19 0 0
37	6 10 0	13 4 0	61	9 10 0	19 4 0
38	6 12 0	13 8 0	62	9 12 0	19 8 0
39	6 14 0	13 12 0	63	9 14 0	19 12 0
40	7 0 0	14 0 0	64	10 0 0	20 0 0

392. Short advertisements are inserted at the rate of Rs. 2–4–0 per inch (two columns) or at Rs. 1–2–0 per inch (one column). Fractions under half inch not to be charged; half inch and above to be charged as a full inch. The minimum charge to be Rs. 1–2–0 per inch (one column), and Rs. 2–4–0 per inch (two columns).

Repetitions are charged for at 50 per cent. less than the first charge, but heavily altered, at full rates.

Pages altered from standing matters are charged for at 50 per cent. less than the first charge.

Tabular matter, i.e. pages containing more than three columns depending on one another, are charged 50 per cent. extra.

Advertisements from the Bombay University are as a special case accepted at 50 per cent. less, while those from the Royal Asiatic Society, Bombay, are published free of charge.

Notices from the Bombay Municipality regarding payment of instalments of the loan for Vihar Lake Water Works are published at Re. 1 per insertion. Ordinary notices are published at ordinary rates. Weekly account (about 6 pages) with 225 extra copies are charged Rs. 63–1–0 per issue and other extraordinaries to be charged at Rs. 15 for one page and Rs. 10 for each additional page ; fractions to be reckoned as a full page.

Town planning notices from District Local Boards and District Municipalities are published free of charge.

The annual accounts of District Local Boards are also published free of charge and copies of such off-prints of the accounts are supplied to them at Re. 0–1–0 per copy.

Trade mark notices, commercial advertisements and advertisements relating to matrimonial cases or family relations are not published in the *Bombay Government Gazette*.

Notices for change of name are printed at a uniform rate of Rs. 1–6–0 per insertion in the case of forward classes and at annas 6 per insertion for backward classes.

Members of the Scheduled classes who wish to avail themselves of the concession granted under Government Resolution, General Department, No. 3782/33, dated 15th February 1940, should submit their applications through the District Magistrate concerned, on printed forms obtainable from the Superintendent, Government Printing and Stationery, Bombay.

Under the Defence of India Rules, all applications from either the Scheduled or forward classes must be submitted in the prescribed printed form through the Commissioner of Police, Bombay, in the case of applicants residing in the City of Bombay and by applicants residing outside the City of Bombay, through the District Magistrates concerned.

These rates include cost of one copy to be supplied free of charge.

Notices for the dissolution of partnership under the Partnership Act, if signed by one of the parties only, are not accepted for publication, unless they are presented through the solicitors.

393. At the close of each week, i.e. on Saturday invariably, a memorandum in the prescribed form showing the probable requirements of each part of the Gazette is prepared by the Book Depôt section and forwarded to the Government Central Press to enable the Press to print the necessary copies of the next issue. The probable requirements

are based on the register of subscribers and the part or parts of the Gazette required for each of them.

394. As soon as the distribution and posting of the parts of the weekly Gazette is completed by the press on Thursday, the surplus copies of each part that remain in hand with the press are sent to the book depôt for stock purposes for sale on the counter when required.

Supply of maps along with copies of notifications published in the *Bombay Government Gazette.*

Government Memorandum, General Department, No. 5000-IV, dated 7th March 1942.

MEMORANDUM.

395. The several departments of the Secretariat are requested to note that in view of the difficulty experienced at present in obtaining the paper of the particular quality required for printing maps which accompany notifications, it would be advisable not to get the maps printed for distribution with copies of the *Bombay Government Gazette.* A few copies of maps in such cases should be lodged with the collector concerned for sale to interested parties. The Secretariat departments are requested to indicate this fact in the notification when it is sent to the Government Central Press for publication in the *Bombay Government Gazette.*

Police Gazette.

396. It is published on Thursday every week and is printed in several parts as under :—

1, 1A, B, C, D, 2 and 3.

This publication is intended for use of the Police department only and all matter is compiled confidentially by the Inspector General of Police, Bombay Province, Poona, and sent to the Government Central Press direct, for printing.

397. The book depôt branch only maintains the distribution register and necessary sets of wrappers, labels of addresses with the number of part or parts to be supplied printed on them. The sets of the printed labels with necessary postage stamps are delivered to the press every week for which an account is maintained by the book depôt. The press is responsible for further despatch and posting and the book depôt is in no way concerned with the work.

398. Copies of the issues of the Police Gazette are also whenever required supplied on payment to the State Police officers subject to their forwarding such requisitions through the Inspector General of Police, Poona. On receipt of such requisitions by the book depôt branch, a bill of charges is prepared and same with the original requisition made over to the press for forwarding the required copies of the issue or issues of the Police Gazette. The money collected on this account is received by the book depôt and credited to Government.

Indian Law Reports (Bombay Series).

399. In the year 1915, the work of Indian Law Reports was transferred to the Yeravda Prison Press and again retransferred to the Government Book Depôt in the year 1928.

400. The free supply of the copies of the Indian Law Reports is restricted to Provincial officers only. A distribution list of officers entitled to a free supply of the copies is received from Government in the Home Department every year generally in the month of November.

Similar distribution lists from other Provincial Governments are also received every year. A bill for the subscription is preferred and the countersigned bills are adjusted by the Accountant General, Bombay, every month.

The clerk who attends to this work gets the labels printed for each subscriber separately, and sets of labels are kept ready for use every month.

401. Subscriptions from private subscribers are also received generally from the beginning of November till late in October of the following year. The major portion of subscription is received before the month of April.

A register for private subscribers is maintained by the book depôt. The entries are made every day as the subscription is received. Subscriptions are not recovered through V. P. P. but copies of a single issue are supplied and despatched by V. P. P.

402. In the case of free distribution and in the case of copies supplied to other Provincial Governments, the number of copies is the same throughout the year. In the case of private subscribers the number of copies is on the increase every month, but the number of copies of Indian Law Reports printed is the same throughout the year.

403. Taking into consideration the fixed number of copies and the approximate number of copies required for private subscribers during the year with 200 copies for stock purposes, the required number of copies is printed every month. All private subscribers are entitled to get the back issues published since January even though they send in their subscription late. The index volume is distributed as a 13th issue of the Indian Law Reports.

404. Officers of the Central Government and those of the Government of Bengal are supplied with the copies of the Indian Law Reports with a bill for the subscription.

405. The copies of the issues of the Indian Law Reports are generally ready for distribution during the second week of each month. The clerk in charge of this work at the Book Depôt gives over the labels of addresses to the binding department of the Government Central Press, with the necessary wrappers and postage stamps. Wrapping, folding,

labelling and affixing postage stamps is all done by the Government Central Press and the distribution, delivery and posting of the packets is also attended to by the Press. The clerk of the book depôt checks and verifies a certain percentage of such packets in the binding department of the press, takes a note of postage paid on each, before they are removed for posting.

406. As soon as the distribution and posting is over, the copies remaining in hand with the binding department are returned to the book depôt for stock purposes. A stock ledger is maintained by the book depôt clerk, the total number of copies printed is brought to account and copies returned are also accounted for under receipts. Only for the current year and a year before accounts of monthly issue are separately kept. The total number of other issues only is shown in the ledger. Copies distributed and issued to private subscribers after the distribution and casual sale, are taken over to issue. The number of copies distributed and supplied to private subscribers is always the same in number.

407. Copies of stray issues sold during the year are noted in a book with the amount realised marked against each transaction. These copies are also taken to the ledger on the issue side.

A bill register is maintained to watch the recoveries of the bills.

A monthly statement of countersigned bills is sent to the Accountant General, Bombay, for adjustment.

All recoveries are entered in the cash book.

408. The subscription for the Indian Law Reports is fixed every year with the sanction of Government in the Home Department. The Government Central Press furnishes the total cost of printing Law Reports. The charges incurred for editing the Reports are added to this cost and the subscription is fixed. The intimation of the revised subscription is printed in the last issue of the year and separate cards are also printed and posted to each subscriber to facilitate early recovery of the subscription.

409. The stock of the Indian Law Reports is required to be verified once every year. The differences, if any, are adjusted under orders of the Superintendent, Government Printing and Stationery, Bombay.

410. The Indian Law Reports is a registered periodical and accepted by the post office at the concession rate of postage for newspapers, etc. The registration must be renewed every year. The Post-master General, Bombay, sends the forms for registration generally in the month of November. If the form is not received in time, the clerk of the book depôt makes arrangements to obtain the form from the post office, for the renewal of the registration.

411. Persons desiring to subscribe for or purchase Bombay Series should apply to the Superintendent, Government Printing and Stationery, Bombay.

The terms of subscription, and the terms on which current issues and back numbers are sold, are as follows :—

—	Without postage.	With Indian postage.	With Foreign postage.
Bombay Series.	Rs. a. p.	Rs. a. p.	Rs. a. p.
Issues from 1st January 1930 ..	11 8 0	12 8 0	13 8 0
Back numbers up to 1929 ..	9 0 0	11 0 0	12 0 0
Single part .. Up to 1929 ..	1 4 0	1 4 0	1 4 0
Single part .. From 1930 ..	1 8 0	1 8 0	1 8 0
Two parts in one issue. Up to 1929 ..	2 8 0	2 8 0	2 8 0
Two parts in one issue. From 1930 ..	3 0 0	3 0 0	3 0 0

All payments must be made in advance.

Parts out of stock and duplicate copies.

When a requisition is received for any set of the reports and any parts are out of stock, the following deduction from the foregoing rates is made for such parts :—

—	Without postage.	With Indian postage.	With Foreign postage.
Bombay Series.	Rs. a. p.	Rs. a. p.	Rs. a. p.
All parts for any one year ..	....	6 13 6	7 12 6
Single part	0 8 0	....	....
Two parts in one issue ..	1 0 0	....	....

If any part is lost in transit to a subscriber and the fact is reported to this office within three months from the date of publication, a duplicate will be supplied at the following rates :—

Bombay Series.

	Rs. a. p.	
Single Part ..	0 8 0	*plus* postage.
Two parts in one issue ..	1 0 0	*plus* postage.

In all communications regarding non-receipt of copies, change of address, etc., subscribers are requested to quote the serial number printed on the lable ; for, unless this is done, complaints cannot receive prompt attention.

Advertisements are accepted for insertion in the Indian Law Reports, Bombay Series, at the following rates, payable in advance :—

Number of Issue.	1 page.	½ page.	¼ page.
	Rs.	Rs.	Rs.
1	20	14	9
3	55	36	24
6	100	68	45
9	145	96	64
12	180	120	80

At these rates the advertisers will have the option of changing their advertisements in each issue.

Working of the Book Depôt Section.

412. Post of the book depôt section is received and opened by the Assistant Superintendent, in the office of the Superintendent, Government Printing and Stationery, Bombay. On receipt of the post from the Superintendent's office, the head clerk in charge of the book depôt section goes through it and classifies it as under :—

(1) Indents for the supply of publications on sale.

(2) Indents for the free supply of publications.

(3) Requ sitions for publications which are not available or are out of stock.

(4) Letters and references necessitating further correspondence.

(5) Government orders requiring action for printing and corresponding distribution.

413. The indents are handed over to the registration clerk who registers them serially giving numbers and dates in each case in the two separate indent registers—one for sale and the other for free supply. The indents for free supply are di tinguished from chargeable indents by letter " F " marked with the serial numb r. The indents are then made over to the attender who takes out the publications from the stocks on the racks. The indents with the pub ications are then handed over to the V.P. clerk who goes through them very carefully. The publications supplied by the V.P. clerk must be complete with up-to-date corrections. If the publica ion is not up-to-date, the V.P. clerk has to see that subsequent corrections or amendments are also issued along with the pu ication . In the case of Bombay Act, and India Act a book showing the amendment is maintained in the Book Depôt, which is required to be consulted from time to time. In ca e of rules and standing orders the correction slips are issued in consecutive order with the num er marked on each slip. These correction slips are issued singly or in batches. The cost of correction slips is in addition to that of the main publication.

Incomplete copies of Acts and Manuals are not supplied, when the amendments or the correction slips are out of stock. Such indents are returned to the customers under printed memorandum.

414. The V. P. clerk examines the publications taken out by the attender and marks the prices of each publication separately on the indents, prepares the address labels and gives them for packing. The packers attend to the work of packing. The packets when ready are weighed, necessary postage stamps affixed on each and are returned to the V. P. clerk, who adds the cost of postage to the prices of the publications and the total amount of recovery is marked on the l.bel in the case of V. P. The V. P. money order form is also filled in by him. The indents with the V. P. form are then examined by the head clerk in person and the V. P. forms are signed by him.

415. In the case of officers of Government, the amount of publications supplied is recovered by preferring bills. Such indents with the particulars marked thereon are made over to the bill clerk who prefers bills and keeps them for the signature of the head clerk. Postage paid on each packet is also included in the bill and recovered from the indenting officer. The amount of postage paid is entered in the despatch register and the packet and the bills are ready for being posted. No sooner this is done, the indents are sent to the registration clerk or the V. P. clerk who enters in the register the amount to be recovered against each indent separately. The indents are then kept in a pad pending the receipt of the amount. The indents for which bills have been prepared are separately entered in a bill register to facilitate the watching of recoveries.

416. The V. P. clerk has also to attend to all indents for maps, both mounted and unmounted, the operations on which are almost identical with the method described above.

417. Indents for free supplies are dealt with in the same manner as the chargeable indents, but no account of debit is maintained in the books of the book depôt.

418. All officers are not entitled to a free supply of publications. All heads of departments, District Superintendents of Police, Executive Engineers, District Judges, etc., can indent on the book depôt for books and publications required for *bona-fide* Government service. Other subordinate officers are required to submit their requisitions through the heads of their departments. A list of officers empowered to indent on the book depôt is maintained in the section with up-to-date relative orders of Government noted therein.

419. The V. P. clerk has also to see to the following restrictions for the supply of publications indented for :—

(1) Publications issued under orders of Government.

(2) Publications of confidential nature.

(3) Publications for departmental use only.

(4) Maps and survey sheets (with regard to the temporary restrictions).

(5) Departmental and special reports although intended for sale are not to be released until an intimation to that effect is received from the Director of Information, Bombay.

(6) Reports and publications for which previous date of publications has been announced by Government.

(7) Publications not meant for free supply although indented for by Government officers.

(8) Service books are not to be forwarded by post. They are sold to local customers on cash payment only in the city of Bombay.

(9) Packets of the value of Rs. 2 and above are despatched by registered post.

420. Indents on being fully complied with and after the price of each indent is noted in the indent register, are handed over to the ledger clerk who ledgers the issues and keeps the indents arranged in a pad pending the receipt of the amount due.

421. The following ledgers are separately maintained for the saleable stock of books and publications :—

1. Bombay Acts (English).
2. Bombay Acts (Regional languages).
3. India Acts (English).
4. India Acts (Regional languages).
5. Rules and Orders.
6. Publications—Miscellaneous from A to P.
7. Publications—Miscellaneous from Q to Z.
8. India Publications.
9. Debates (Legislative Assembly and Legislative Council).
10. Maps.
11. Survey Sheets.
12. Legislative Assembly Debates—Further issues.

422. The Bombay Acts and India Acts are arranged chronologically in the ledger. Each Act comprises single head under which various items issued on the indent are ledgered. India Acts also are likewise entered in the respective ledgers. The rules are numbered each new item getting a new number when received.

423. All other publications are arranged alphabetically and according to the order in the general catalogue which is generally revised and printed

every year. The ledgers are divided into two parts. The debates are arranged chronologically and survey sheets according to numbers. There is a key map for survey sheets. The maps are arranged by districts. The order of division, district and talukas as shown in the desk diary is more or less followed. In ledgering the issues the free and chargeable indents are treated in the same way. This completes the operations on indents so far as issues are concerned.

424. Requisitions for publications out of stock or not available are returned under a printed objection memorandum giving the probable date of re-publication or the source of obtaining them elsewhere. This information is generally supplied by the V. P. clerk to the registration clerk who deals with the objection memorandum in consultation with the V. P. clerk. The objection memoranda are signed by the head clerk. Besides returning the requisitions with the objection memorandum as stated above, it furnishes various items of information such as giving prices of publications, acknowledgments of letters etc. and in fact entails trifling and unimportant correspondence to a very great extent.

425. Correspondence of an important nature is registered in the inward register and given over for disposal to the clerk concerned such as the gazette clerk who deals with the correspondence relating to the Government gazette, papers regarding Indian Law Report being handed over to the Indian Law Reports clerk. The important correspondence of a general nature regarding printing of publications etc. is attended to by the head clerk in person.

All Government resolutions and orders are filed separately after necessary action is taken.

426. The sale at the book depôt begins at 9–45 a.m. (S. T.) on week days and closes at 4 p.m. (S. T). On Saturdays, the hours for sale at the counter are from 9–45 a.m. to 1 p.m.

427. The head clerk and the clerk attending sale at the counter attend the office before 9–45 a.m. Both these are allowed to leave the office one hour earlier in the evening. The clerk who attends to the local customers must ascertain the definite title of the publication required and either ask the attender or the packer to bring the book or publication asked for, for the inspection of the customer. The sale clerk prepares a cash receipt for the publications sold and sends it to the head clerk with the amount for taking the cash and signing the receipt. The signed receipt is then handed over to the purchaser along with the books duly packed or wrapped.

428. The procedure described above as regards the latest copy with amendments and correction slips, issue of new reports and other publications and restriction for sale is required to be carefully followed by the clerk concerned with due attention and responsibility. The sale clerk besides his legitimate duty has to attend to the various enquiries from the public. The work of the sale clerk comprises mainly

of Government of Bombay publications, Central publications, matter published in certain old selections, Sanskrit series, private law publications, maps, survey sheets, notifications published in the *Bombay Government Gazette* and *Government of India Gazette*, matter of interest in public papers regarding political affairs, economics, industrial, labour and other connected with the Government of Bombay or the Government of India, Press Notes issued by the Government of Bombay and Government of India and everything about the Legislative Assembly and Council, Provincial, Central and other Bills introduced, Acts passed but not published and any vague non-descript information which is beyond the ordinary scope of the office and sale clerk. The sale clerk has to reply to all such enquiries very politely with all available details at his command. In fact the duty of the sale clerk is onerous and responsible and only a well experienced clerk is able to answer.

In addition to the oral enquiries on the counter, there are numerous and wide enquiries on the phone which also have to be attended to.

429. The head clerk is in charge of the daily cash, which at the close of the day is made over to the assistant superintendent of stationery, with the cash book for check and custody.

The main sources of receipts are as under :—

(1) Through the post office.

(2) On the counter by cash receipts.

(3) Through daily post in stamps, postal orders, and cheques on banks.

430. The head clerk signs all receipts for cash and acknowledgments for postage stamps etc. The money orders are presented daily at about 11 a.m. by the postman. The head clerk takes out the V. P. forms and gives them to the V. P. clerk to verify the amounts and return same to the head clerk for sorting out the money order forms. The money orders pertaining to the *Bombay Government Gazette*, Indian Law Reports and other publications are given to the clerks concerned to account for the amount which at times is found to be in excess or deficit. In the case of excess, the amount is returned to the party at the end of each week, while deficits, if any, are recovered from the party concerned. The V. P. money orders are entered in the cash book by the head clerk. The cash book has several heads under which the receipts are accounted for. They are as under :—

1. Central.
2. Provincial Publications.
3. Indian Law Reports.
4. *Bombay Government Gazette.*
5. Miscellaneous.
6. Suspense.

431. Amount of receipts under advertisements in the *Bombay Government Gazette* is accounted for under 'Miscellaneous'. The receipts for service books are entered in the cash book under provincial, but are separately watched and paid into treasury to the credit of the Yeravda Prison Press. The amounts under 'Suspense' are mostly returned to the sender. Postage stamps are treated as cash. Postal orders, cheques and drafts are on receipt entered in a separate cheque register. They are paid in the treasury and entered in the cash book when the challan for the payment is received duly signed. Cash is entered in the cash book under vouchers. Each voucher is given the serial number according to the entries. Cash receipts, are entered in serial order without the voucher number. The day's entries are totalled in the evening and the amount with the cash book is sent to the assistant superintendent of stationery for verification, and custody. Totals of the cash book are carried over from page to page for one month. Total begins with a new account on the first of every month. Daily balances in hand are shown separately. All alterations in the cash book are to be initialled by the superintendent or the assistant superintendent. The indents are then sent for filing arranged serially in loose files for audit purposes.

432. The registration clerk maintains inward, outward and indent registers. A despatch register for registering all V. P. packets and other book-post packets is also maintained. The postage account is maintained in the despatch register. The total of inward and outward postage is also included in the despatch register.

433. A number of official publications are distributed to Government officers free of charge. The distribution lists are sanctioned by Government and additions or alterations if any, to such lists are also sanctioned by Government. Subsequent omission or deletion does not necessarily require Government sanction. At present the undernoted distribution lists are maintained by the book depot branch :—

1. Bombay Acts.
2. India Acts.
3. Examiners' Circulars.
4. Civil Lists.
5. History of Services.
6. Bombay Acts in Regional languages.
7. India Acts in Regional languages.
8. Bombay Code.
9. Legislative Assembly and Council Rules (Central).
10. Budget Final Issue.
11. Report of the David Sassoon Industrial School.
12. Quarterly Catalogue of Publications.

434. When any of the above-named publications is received, the distribution clerk prepares sets of address labels, carries out additions or

alterations, if any, and hands over the labels with the number of copies of the publications required for packing. The packages when ready are inspected by the clerk. The postage on each packet is entered in the despatch register and packets are removed for posting. The number of copies of each publication distributed is then entered under issues in the ledger. All correspondence pertaining to distribution is dealt with by the distribution clerk and finally disposed of by the assistant superintendent of stationery.

435. Various publications are distributed on the standing order system. Many officers communicate their requirements for periodical publications on payment as soon as new issues are out, and the required copies of the issues are supplied with a bill of cost.

436. A subscription has been fixed for the supply of correction slips to Financial Publications, Police Manual, etc., published during the year. Several officers send in their subscriptions on this account. A subscription list is maintained and the correction slips supplied on receipt.

437. Times of India Directory and the Indian Year Book are also supplied to officers from the book depot section. A list of officers is received from Government and the required number of copies is purchased from the Times of India Press and supplied to the officers. A list of these is also maintained and the purchasing officers intimate to this office the surrender of the corresponding cost from their contingencies.

438. A bill register is maintained to watch the recoveries of amounts due on standing orders.

The distribution clerk prepares a monthly statement of counter-signed invoices and sends same to the Accountant General, Bombay, for adjustment. The statement prepared contains all bills received, accepted and counter-signed.

439. As soon as the Acts are published in the *Bombay Government Gazette*, the number of copies required for distribution is intimated to the Press by the distribution clerk. In the case of Acts in Regional languages, the Commissioners, the district judges and the inspector general of police are consulted whether translations of certain Acts published in the *Bombay Government Gazette* will be required in their respective charges. The number of copies required for distribution is ascertained on this line and finally printed.

440. The distribution clerk also maintains an account of publications supplied to the Sind Government book depot on return or sale basis and annual statement is submitted to that Government for verification. The amount of sale is adjusted by the Accountant General, Bombay. A statement of sale and stock of India publications is also prepared by the clerk and India publications which have no sale at this depot are returned to the officer in charge of the Central publication branch, New Delhi.